



JOB OPPORTUNITY BULLETIN

Release Date: October 17, 2008

Bulletin Number: 08-42

An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Send a standard State application (Form 678) to the position location indicated. Please indicate the classification and the location of the position on your application.

Applications will be screened and only the most qualified will be contacted for an interview. All appointments are subject to State Restrictions of Appointment (SROA) procedures.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

ALL POSITIONS ARE PERMANENT FULL-TIME, UNLESS OTHERWISE NOTED.

APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED BY THE FINAL FILING DATE INDICATED.

JOB VACANCY LINE
(916) 358-1704



EXAM LINE
(916) 358-1773

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

ACCOUNTING TECHNICIAN (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$2638-

\$3209 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY flexible hours

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – ACCOUNTS PAYABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the close supervision of the Accounts Payable supervisor, the incumbent will process payments to CALPIA vendors (primarily vendors who ship CALPIA products throughout California). Some of the duties include: Calculate discounts and adjust vendor invoices accordingly; key-data entry into the automated accounting system (ERPLX); assemble Claim Schedules for submission to the State Controller's office; communicate with vendors, CALPIA staff, and government agencies to resolve payment issues; analyze purchase documents to determine the correct general ledger coding; and prepare and post journal entries, review the general ledger, and assist with compiling accrual reports.

REQUISITE SKILLS AND ABILITIES: Key-data experience and 10-key; knowledge of Accounting; analytical ability; communication skills; self-directed, able to take initiative and work independently; dependable, good attendance record; and willingness to work with, and around inmates.

WHO MAY APPLY: Individuals currently at the Accounting Technician level, those within lateral transfer range, or those with list eligibility. Application will be screened and only the most qualified candidates will be interviewed.

CONTACT: MARK FRANCIS AT (916) 358-2693

ASSOCIATE INDUSTRIAL HYGIENIST (Assistant Industrial Hygienist may be considered) \$4960-\$6577

FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 7:00-4:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS/ISB, 100 FOLSOM DAM ROAD, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the departmental Health and Safety Officer, this position works with management at designated CALPIA locations to develop and enforce the Injury and Illness Prevention Program (IIPP), including all related health and safety programs; conducts research and provides technical guidance to administrators, managers, and staff on complex health and safety issues to ensure compliance with all CalOSHA laws, rules, and regulations pertaining to workplace health and safety; inspects, identifies and evaluates health and safety concerns in the workplace; investigates complaints of unhealthy working conditions; prepares written reports of findings and recommends methods to control hazards in the workplace; assists with the development of and conducts training required by health and safety regulation for field staff; drafts and/or revises departmental policies, procedures, programs and guidelines related to health hazards for the California Prison Industry Authority statewide; prepares letters and memos and develops informational items to share with CALPIA staff; assists field offices with evaluation and identification of occupational workplace hazards, including arranging for, or assisting with, various testing and monitoring related to the different components of the health and safety program; participates and assists in site inspections, accident investigations and development of corrective action plans, as necessary; participates in safety audits as required and prepares correspondence and preliminary reports of findings for review by other Health and Safety Unit personnel; assists the various locations in correcting and responding to CalOSHA violations or health and safety complaints.

REQUISITE SKILLS AND ABILITIES: Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to frequently travel to field offices located throughout the state.

DESIRABLE QUALIFICATIONS: Experience with interpretation and application of health and safety rules, regulations, laws, and procedures; use of various forms of field sampling and monitoring equipment; a desire to promote a healthy and safe work environment for both staff and inmate workers, and experience working in a production environment is a plus; strong organizational skills with attention to detail; ability to work independently; patience and ability to communicate effectively in a multidisciplinary environment.

WHO MAY APPLY: Employees with permanent status in the classification, lateral transfer eligibility, or promotional list eligibility.

ADDITIONAL INFORMATION: The Industrial Services Branch is part of CALPIA Headquarters located in Folsom, California. This position may require monthly travel to designated institutions within assigned region.

CONTACT: TIM LINN AT (916) 358-2669

CONSTRUCTION SUPERVISOR I, CORRECTIONAL FACILITY (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$4837-\$5878 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 7:00-4:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS/ISB, 100 FOLSOM-DAM ROAD, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Oversees proposed CALPIA Inmate Pre-Apprenticeship and Certification Program that provides opportunity for inmates to be trained annually and certified in various transferable job skills in the construction building industry, as well as inclusion into Local Trade Unions. Maintains on-going contacts with Trade Union Representatives, CALPIA Inmate Employability Program (IEP) Staff and *Various Institutions Academic Educational Staff to ensure successful transition and preparation for inmate job placement, upon parole; the Inmate Pre-Apprenticeship and Certification Program is a key component in preparing the California Department of Corrections and Rehabilitation (CDCR) inmate population for reintegration into society and recidivism reduction. Incumbent will provide on-site direction and supervise CALPIA inmate pre-apprenticeship work crews to assist CALPIA with various types of CDCR maintenance and construction projects throughout the Various Institution facilities and central valley CDCR institutions, such as approved capital outlay construction and/or improvement projects, special repair projects, routine building maintenance repairs. Coordinates work activities involving CALPIA staff, custody staff, inmate work crews, private contractors, and casual labor persons involved in the construction, alteration, or minor & major repairs to the various institutional projects. Reviews and evaluates the individual educational and training needs of each inmate program enrollee, to ensure proper placement into specific certification programs based on actual past work experience, level of education, physical abilities, personal aptitude and future personal goals. Incumbent also provides assistance with coordinating graduation ceremonies for various program certifications with CALPIA, Various Institutions, and CDCR administration staff, IEP staff and Trade Union Representatives. Maintains individual files for each inmate program enrollee and monitors class participation, daily work habits and ensures CDCR Title 15 code & regulation compliance of all program participants. Prepares monthly status reports for all approved programs utilizing Microsoft Word, Excel, and Project programs; submits documentation to the Construction Supervisor III. Responsible for CALPIA safety objectives, key control, tool control, inmate time keeping, program reporting and monitoring program budget.

REQUISITE SKILLS AND ABILITIES: Must possess good project management skills; have a solid understanding of the various codes, regulations and safety orders applicable to building construction; have good interpersonal and negotiating skills; have the ability to read and interpret architectural and engineering drawings and specifications for accuracy and completeness; have good written and oral communication skills; ability to effectively lead and provide direction and instruction to staff and casual trades persons; good fiscal management skills; have the ability to work in a fast paced environment with frequently changing priorities.

WHO MAY APPLY: Current state employees who have certification list eligibility, those with permanent status in the above classification, or those who are within lateral transfer range. TAU appointment may be considered.

***5 Positions (1 at each location) are located at the following institutions:**

CSP – Sacramento (CSP-SAC);
California Institution for Men (CIM);
California Institution for Women (CIW);
Folsom State Prison (FSP);
Valley State Prison for Women (VSPW).

CONTACT: TIM LINN AT (916) 358-2669

DATA PROCESSING MANAGER III/II \$7118-\$8239/\$5849-\$7464 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – MANAGEMENT INFORMATION SYSTEMS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Assistant General Manager (AGM), Administration Division, the Data Processing Manager III/II is responsible for Project Management of CALPIA's Enterprise Resource Planning system, ERPix. The project requires ongoing implementation and upgrades of ERPix, development of training plans, and maintenance plans to ensure the system is used to its optimum level of performance. The Project Manager (PM) will recommend the best use of existing contractual agreements and/or new contractual consultants; develop a strategy for using new and existing staff resources; will be responsible for developing, planning and facilitating workshops with Business Managers, Subject Matter Experts, and others as needed; will have responsibility for overseeing business requirement validations; oversee the of identification of alternatives to previous project plans; and recommend and oversee the implementation of approved solutions. The PM will make recommendations to the AGM and CALPIA's ERPix Steering Committee about how the department might best utilize this technology. Recommendations developed will cover the areas of existing network infrastructure and the business needs of the CALPIA business enterprises and industries. Some travel may be required as needed.

DESIRABLE QUALIFICATIONS: The PM must possess the highest degree of both project management skills and technical expertise required for making recommendations and completing projects in this highly complex area. The PM must possess strong project management experience and the ability to execute professional project management disciplines. Experience with ERP packages, manufacturing industries and project management certification are all desirable qualifications for this position.

WHO MAY APPLY: Employees with permanent status in the above classification, the ability to lateral transfer, or those with list eligibility. **A Data Processing Manager II with extensive IT project management background may also be considered.** Only the most qualified will be interviewed.

CONTACT: JANICE MARTIN AT (916) 358-2715

HEAVY EQUIPMENT MECHANIC (CF) \$4106-\$4507 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, DEUEL VOCATIONAL INSTITUTION, P.O. BOX 400/23500 KESSON ROAD., TRACY, CA 95376

***DESCRIPTION OF DUTIES:** Maintains and repairs automobiles, trucks, trailers, equipment, tractors, diesel and gasoline engines, and similar equipment used by the California Prison Industry Authority; maintains proper records of vehicles' maintenance and safety checks, as required by the California Highway Patrol; develops and maintains on-going preventive maintenance program; purchases supplies and materials; develops and maintains safety standards for inmates; prepares inmate performance evaluations; responsible for inmate time keeping and disciplinary documentation.

REQUISITE SKILLS AND ABILITIES: Incumbents must have requisite skill and ability to supervise an auto repair facility and posses the knowledge of methods, materials, machinery, processes, tools and equipment used in auto repair, safety practices and orders, analyze situations accurately and take effective action, keep records and prepare reports for successful job performance. Must possess tact, patience, and the ability to work with persons confined in a correctional institution; have the ability to exercise initiative, good leadership and organizational skills; good attendance, punctuality and attention to detail are a must; knowledge of Material Resource Planning systems and/or ISO Standards.

WHO MAY APPLY: Per Post and Bid requirements. Employees with list eligibility or who are within lateral transfer range may apply. Training and Development plans may be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: MICHAEL RITCHIE AT (209) 835-4141 EXT. 5821

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (COFFEE ROASTING & GRINDING) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0645-1445

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA, 95640

***DESCRIPTION OF DUTIES:** This position may become permanent at a later date. Plans production; schedules, materials and equipment use, based on shop orders and customer needs. Assigns, supervises, trains, and coordinates the work of a group of inmates and other various manufacturing equipment. Assists in the selection of inmate personnel, maintains daily production reports, tracks the use of raw materials, completes inmate performance records, maintains discipline of inmate workers with-in CDCR's policies and procedures, recommends pay increases; maintains inmate's Tru-Time records, CDC 101, and CDC 1697 Time Cards; ensures that all workers comply with the requirements of the Injury and Illness Prevention Program (IIPP). Performs periodic quality control inspections on finished product and established production standards, and maintains records. Make recommendations to increase productivity; oversees the installation, basic maintenance, and repair of various Coffee equipment; coordinates the flow of necessary supplies; and verifies inventory records; implements the individual components of the Inmate Employability Program, (IEP). Evaluates and maintains an adequate inmate work force; evaluates inmate employee performance and development needs, checks and secures factory premises at the end of the work day. Responsible for ensuring the accuracy and integrity of Material Safety Data Sheet (MSDS) procedures, inmate counts; will apply policies and procedures per Department Operations Manual (DOM), to include MCSP DOM Supplements and Procedures, and California Code of Regulations Title 15.

REQUISITE SKILLS AND ABILITIES: Incumbents are required to ensure that inmates do not have access to confidential/personal information including, but not limited to, social security numbers, driver license numbers, staff home telephone number, 998's, resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during open enrollment period may be considered. T & D and/or TAU appointment may be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: APRIL ANDERSON AT (209) 274-4911 EXT. 7201

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (CROPS FARM) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, WASCO STATE PRISON, P.O. BOX 8800, WASCO, CA 93280

***DESCRIPTION OF DUTIES:** Under the direct supervision of the Prison Industries Superintendent II (Agriculture), this position is responsible for the supervision of inmate workers in the operation of a crop farm, tilling, planting, irrigating, and harvesting forage crops. Duties include: assisting in the planning of the production schedule of forage crops to meet the needs of the CALPIA dairy; preparing documents required by county and state agencies; operating various types of farm equipment in the preparation of land for tilling, planting and harvesting; preparing irrigation schedules and out counts required by the custody captain to allow inmate irrigators to work first and third watch as well as weekends; planning for delivery of irrigation schedules and out counts to Level I and Watch Office; harvesting alfalfa hay at a quality level of "Good" or "Excellent"; monitoring farm equipment for proper fluid levels, i.e. oil, diesel, gas, transmission fluid, and hydraulic fluid.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and State property; ability to supervise and motivate inmates using proven, effective supervision techniques; tact, patience, and the ability to project a professional image to CDCR and the public.

WHO MAY APPLY: Per Post and Bid requirements: eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period will be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered.

CONTACT: ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) \$3924-\$4726 FINAL FILING DATE:
UNTIL FILLED WORK SHIFT: SUNDAY-WEDNESDAY 0615-1645

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

***DESCRIPTION OF DUTIES:** The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products) and the Prison Industries Superintendent I (Fabric Products), is responsible for the supervision of inmates engaged in the manufacturing of fabric products in the Fabric Products enterprise. Supervises and trains inmates in a production line of various state clothing products; assigns work; consistently checks quality and quantity to meet established standards; provides leadership, guidance and custodial control of assigned inmates during work hours; counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate 1697's, inmate swipe (time) cards, with exception reports on a daily basis; reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information; checks to ensure 101's are accurate and finished at the appropriate times; ensures all disciplinary reports are recorded and sent to appropriate destinations; participates in the institutional in-service training and safety programs; and works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

DESIRABLE QUALIFICATIONS: Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request form to the P.I. Administrator, or designee, by the Final Filing Deadline. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered. Finally, persons who are within lateral transfer range may be considered. Training and Development assignments may also be considered. Employees currently in the classification or those who have transfer or list eligibility. Surplus and SROA employees are encouraged to apply.

CONTACT: VICTOR GARCIA AT (831) 678-3951 EXT. 5868

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) \$3924-\$4726 FINAL FILING DATE:
UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0630-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTINELA STATE PRISON, 480 ALTA ROAD, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products), is responsible for the supervision of inmates engaged in the manufacturing of fabric products in the Fabric Products enterprise. Supervises and trains inmates in a production line of various state clothing products; assigns work; consistently checks quality and quantity to meet established standards; provides leadership, guidance and custodial control of assigned inmates during work hours; counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times; prepares reports, correspondence, inmate 1697's, inmate swipe (time) cards, with exception reports on a daily basis; reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information; checks to ensure 101's are accurate and finished at the appropriate times; ensures all disciplinary reports are recorded and sent to appropriate destination; participates in the institutional in-service training and safety programs; and works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

REQUISITE SKILLS AND ABILITIES: Basic computer and communication skills are necessary as well as good management and people skills; good attendance record, willingness to work in a fast paced environment is required; good leadership skills; knowledge in Budget preparation; and effective communication skills (Oral and Written).

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees who submit a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered. TAU appointment will be considered.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0645-1445

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA 95640

***DESCRIPTION OF DUTIES:** Supervises a group of inmates in the daily operational functions of a CALPIA Fabric Product Facility. Plans and schedules inmate labor, raw materials and equipment to meet production requirements, and quality control as it relates to our current work in process control, and inventory control; inspects product for compliance with quality control under PIA procedures; makes recommendations to increase productivity. Oversees the installation, basic maintenance, and repair of sewing machines and equipment; coordinates the flow of necessary raw materials and supplies. Conducts regular safety meetings and enforces safety rules in the operation of the shop and industrial equipment. Conducts safety inspections on a daily basis, and maintains records; ensures that proper discipline, safety, and security are maintained within the work area, which may include searching the premises for contraband weapons and illegal drugs, and performing shakedowns; ensures the integrity of institutional tool control procedures and inmate counts. Secures work area at end of shift. Provides training to inmates in fabric cutting and sewing; ensures that all inmate workers comply with the requirements of the Injury and Illness Prevention Program (IIPP).

REQUISITE SKILLS AND ABILITIES: Incumbents are required to ensure that inmates do not have access to confidential/personal information to include but not limited to, social security numbers, driver license numbers, staff home telephone number, 998's, resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during open enrollment period may be considered. Interested incumbents at the Industrial Supervisor, Prison Industries level and those eligible for lateral transfers who meet the minimum qualifications are encouraged to apply. Eligible employees who submitted a Reassignment/Transfer Request Form during open enrollment period may be considered. Employees with list eligibility, TAU's and T&Ds will be considered. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

CONTACT: APRIL ANDERSON AT (209) 274-4911 EXT. 7201

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FOOD AND BEVERAGE PACKAGING) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, P.O. BOX 7100, CORCORAN, CA 93212

***DESCRIPTION OF DUTIES:** Assigns, supervises, and coordinates the work of a group of inmates operating food packaging equipment; schedules labor, materials, and equipment based on demonstrated need; maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists in custodial searches, shakedowns and inmate counts. Incumbent is responsible for monitoring and accounting for all inmate workers while they are assigned to you. If an inmate fails to report to his work assignment within 15 minutes of his scheduled start time, you will initiate efforts to locate the inmate. If the inmate cannot be located within a short period of time, you will immediately notify custody staff of the missing inmate. You are responsible for providing accurate and timely information to custody staff for all required inmate counts in your PIA work area.

REQUISITE SKILLS AND ABILITIES: Ability to supervise and motivate inmates using proven, effective supervision techniques; tact, patience and the ability to project a professional image to outside customers.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed above by the filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered. Persons who are within lateral transfer range, or who have list eligibility may also be considered. Applications will be reviewed and only the most qualified will be scheduled for an interview.

CONTACT: ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) (LIMITED TERM-12 MONTHS) (May become permanent at a later date) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: TUESDAY-FRIDAY 615-1615

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON SOLANO, P.O. BOX 640, VACAVILLE, CA 95696-0640

***DESCRIPTION OF DUTIES:** Under the direct supervision of the Prison Industries Superintendent I, (Laundry), this position is responsible for the supervision of inmate workers in the operation of the laundry enterprise. Typical duties include: supervises and coordinates the work of inmates in sorting and washing laundry, and the operation of various laundry equipment; maintains order, safety, and security within the work place; supervises the installation, maintenance, and repair of laundry equipment; maintains necessary materials, supplies, and inventory records. The incumbent is responsible for quality production, inventory, and cost controls; trains and evaluates the performance of inmates, including preparing inmate timekeeping records and disciplinary documentation; prepares production records and reports; conducts safety meetings; ensures a safe work environment; assists with custodial searches and inmate counts, and performs other duties as required.

REQUISITE SKILLS AND ABILITIES: Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision. Ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain firm, impartial, and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance; experience in an industrial laundry enterprise with supervisory experience; and must possess tact, patience, and the ability to work with persons confined in a correctional institution.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period will be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered. Training and Development assignments may be considered.

CONTACT: PERSONNEL AT (707) 454-3287

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0830-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** Under the supervision of the Prison Industries Superintendent II (Laundry), this position is responsible for supervising a group of inmates engaged in the process of cleaning fabrics in an industrial laundry enterprise. Persons appointed to position in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and wellbeing, or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the safety and security of personal and real property. Employee must be physically able to respond to an emergency situation. This position requires the employee to be able to do some lifting, reaching and bending.

REQUISITE SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under correctional environment. The requirements listed below are representative of the knowledge, skill, and/or ability required. High School diploma or general education degree (GED) with two (2) years related experience in an industrial laundry enterprise and/or training or equivalent combination of education and experience are desirable. Ability to write and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence and speak effectively before groups of inmate employees of the organization; ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, decimals and compute rate, ratios and percentages; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. Applications will be reviewed and only the most qualified candidates will be interviewed.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7215

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA, 92179

***DESCRIPTION OF DUTIES:** The Prison Industry Authority is currently recruiting for an Industrial Supervisor, Prison Industries (Laundry) in its Laundry enterprise at R.J. Donovan Correctional Facility. Typical duties consist of the following: Under the direction of the Prison Industries Superintendent II (Laundry) this position is responsible for supervising a group of inmates engaged in the process of cleaning laundry in a correctional institution; the incumbent assigns, supervises, and coordinates the work of a group of inmates in the service of cleaning laundry which includes the operation of various laundry equipment, scheduling labor, material and equipment used; also ensures the compliance of State, Departmental, and Prison Industry Authority rules, regulations and requirements; the person is responsible for maintaining order and supervising the conduct of inmate work crews and maintaining security within the work area.

DESIRABLE QUALIFICATIONS: Two (2) years minimum production experience in an industrial laundry including experience in production scheduling and controls, quality standards and safety practices. Knowledge and methods, process, and equipment used in a laundry. Ability to operate laundry equipment, instruct and supervise inmate workers to maintain discipline, and understand appropriate rules and regulations.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. Applications will be reviewed and only the most qualified candidates will be interviewed. TAU appointment will be considered.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) \$4307-\$5191 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0615-1615

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON SOLANO, P.O. BOX 640, VACAVILLE, CA 95696-0640

***DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Superintendent II, (Maintenance and Repair), this position is responsible for the supervision of inmates workers in the mechanical and electrical maintenance of machinery and facility of the Bindery factory; actively works on and maintains all shop equipment and machinery to ensure its safe and efficient operation; plans and schedules labor; responsible for material, tool and cost controls for maintenance; develops and implements on-going preventative maintenance program; maintains accurate maintenance records; stays abreast of current equipment and machinery technologies and implements such technologies when economically justified; purchases supplies and materials for the maintenance and repair of CALPIA equipment; develops and maintains safety standards and trains inmates in safety; conducts safety inspections; trains and evaluates the performance of inmates; responsible for inmate timekeeping records and disciplinary documentation; maintains order, safety and security within the work place; coordinates and supervises the installation of equipment and machinery; practices good housekeeping and holds safety meetings.

REQUISITE SKILLS AND ABILITIES: Two years of mechanical and electrical experience in the maintenance and repair of production equipment; and/or education, such as trade or vocational school, or applicable college level training; ability to instruct and supervise inmates in maintenance and repair techniques and safety practices; maintain firm, impartial and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filing date. Eligible employees who submit a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the classification, or within lateral transfer range, or those with list eligibility may be considered.

CONTACT: PERSONNEL AT (707) 454-3286

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) (LIMITED TERM-24 MONTHS)
(May become permanent at a later date) \$4307-\$5191 FINAL FILING DATE: UNTIL FILLED WORK SHIFT:
MONDAY-FRIDAY 0700-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS/ISB, 100 FOLSOM DAM ROAD, FOLSOM, CA 95630

***DESCRIPTION OF DUTIES:** Under the general direction of the CALPIA Construction Supervisor I, the incumbent is responsible for the oversight of the CALPIA Commercial Building Trades & Maintenance Training Program (CTE) at the Valley State Prison for Women (VSPW), including the training, supervision and inspection of inmate students enrolled in the program, and the coordination of work to be performed. Incumbent will be responsible for administering the CALPIA CTE; maintains records related to supervising, inspecting and training inmate students enrolled in the program; directs project renovation, construction and repair activities associated with the construction of building facilities and special repair construction projects, (i.e. heated air, ventilation and air conditioning (HVAC) systems, lighting, power, water, and other mechanical systems normally found in a State Correctional Facility). Prepares sketches and estimates project costs, including timeframes and costs of materials and tools. Directs and demonstrates best methods of work to be performed. Plans, coordinates, schedules and assigns workers to ensure that the project is completed according to scope of work, project plans and specifications. Advises in selection of materials and prepares requisitions for necessary materials, supplies, and equipment to complete assigned projects; responsible for maintaining control of keys, and inventory of tools and materials and administering CALPIA's Health and Safety Program. Provides training to each inmate in all aspects of safety in the workplace as regulated by the CALPIA Code of Safe Practices, Hazard Communication Program, and the Injury Illness Prevention Program. Ensures initial training is provided upon assignment and prior to beginning any work and provides additional training as required for workers performing specific project tasks, in addition to the selection and proper use of tools and/or equipment. Custody duties may include supervision of inmates during morning and afternoon breaks if needed, following Escape Prevention Procedures, escorting inmates during controlled movement, conducting out-counts, searching work areas for contraband, searching inmates at the end of the shift or any other time as required. Issues CDC-128-A's, 128-B's or 115's to assist in maintaining discipline and issues CDC-101's, Work Supervisor's Reports, and inmate time keeping and lost hours reporting for each inmate worker supervised.

REQUISITE SKILLS AND ABILITIES: Must have the ability to work cooperatively with Team members and others to promote a culture of professionalism in the program.

DESIRABLE QUALIFICATIONS: Must possess good organizational skills; have a solid understanding of the various codes, regulations and safety orders applicable to building construction; have good interpersonal and negotiating skills; have good written and oral communication skills; ability to effectively lead and provide direction and instruction to staff and casual trades persons; have the ability to work in a fast paced environment with frequently changing priorities.

WHO MAY APPLY: Employees with permanent status in this classification, lateral transfer eligibility, or promotional list eligibility.

ADDITIONAL INFORMATION: This position is located at the Valley State Prison for Women in Chowchilla, California.
CONTACT: TIM LINN AT (916) 358-2669

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION) \$3924-\$4726 FINAL FILING
DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0630-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Metal Products), this position is responsible for supervising a group of inmates engaged in the manufacture of metal products and component parts within an institutional general fabrication factory. Based on the current production schedule, assigns and supervises inmate labor in shearing, sawing, drilling, punching, and deburring; establishes and monitors daily all production aspects including; quality control acceptance, application and final article inspection criteria, and related record keeping.

REQUISITE SKILLS AND ABILITIES: Ensures that all safety and security regulations are enforced for the protection of staff, inmates, and others. Responsible for the supervision of the conduct of persons committed to the Department of Corrections, prevents escapes, and searches inmates and the work areas for contraband.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer request Form to the contact listed above by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons currently on the eligibility list for the classification or are within lateral transfer range may be considered. Training and Development assignment may be considered. TAU appointment may be considered.

CONTACT: RICK KOELEWYN AT (559) 386-0587 EXT. 7401

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL PRODUCTS) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0530-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, DEUEL VOCATIONAL INSTITUTION, P.O. BOX 400/23500 KASSON ROAD, TRACY, CA 95376

***DESCRIPTION OF DUTIES:** Supervises inmates in the production of manufactured metal furniture; supervises, trains, instructs and assigns work to inmate workers in the assembly methods of metal furniture products and conformance to standards; checks quality and quantity of work performed; direct responsibility for tool control for all hand held and small power tools; trains inmates in safety and the safe use of equipment; conducts safety meetings, maintains safety records and documents performance; performs safety inspections and assigns all departmental work; strives to prevent accidents and injuries on the job; safeguards state property; trains, counsels and supervises inmates in the production of work and personal development; maintains discipline and custodial control of assigned inmates during work hours; writes performance evaluations and disciplinary reports of inmate workers.

DESIRABLE QUALIFICATIONS: Incumbents must have the requisite skill and ability to supervise a Metal Furniture operation and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in the metal operation; safety practices and orders; analyzes situations accurately and takes effective action; keeps records and prepares reports for successful job performance. Must possess tact, patience, and the ability to work with persons confined in a correctional institution; have the ability to exercise initiative, good leadership and organizational skills; good attendance, punctuality and attention to detail are a must; knowledge of Material Resource Planning Systems and/or ISO standards.

ADDITIONAL REQUIREMENTS: Persons appointed positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees, or that of inmates and/or the protection of personal and real property.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees with list eligibility or who are within lateral transfer range. Training and Development plans may be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: MICHAEL RITCHIE AT (209) 835-4141 EXT. 5821

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (OPTICAL PRODUCTS) (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3927-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0630-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, VALLEY STATE PRISON FOR WOMEN, P.O. BOX 99, CHOWCHILLA, CA 93610

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Optical Products), this position is responsible for supervising a group of inmates engaged in the process of manufacturing eyewear in an Optical enterprise at a correctional institution, and enforcing rules, regulations and requirements. Train inmate workers in proper and safe use of optical equipment. Maintain inmate time cards and prepare inmate performance evaluations; maintain order and supervise the conduct of inmates; prevent escapes and injury; maintain the security of the work area and materials and tools; analyze situations in accurately and take effective/necessary action; prepare reports, maintain discipline of inmate workers utilizing CDCR disciplinary processes.

REQUISITE SKILLS and ABILITIES: Incumbent must have experience in an industrial optical enterprise with supervision experience; must possess the ability to work with persons confined in a correctional setting. Have the ability to exercise initiative, good leadership and organizational skills; good attendance and punctuality. Ability to supervise and instruct inmates in optical techniques and safety practices; maintain firm, impartial and consistent discipline; maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being of their fellow employees or that of inmates, ensure that all safety and security regulations are enforced for the protection of staff, inmates and others.

WHO MAY APPLY: Candidates who are within lateral transfer range may be considered or persons who are list eligible. This position could become permanent at a later date.

CONTACT: DELEGATED TESTING AT (559) 665-6100

INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3829-\$4614 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** Assesses training needs and provides instruction and refresher training to staff and inmate personnel, as needed. Supervises and assist staff in receiving materials and goods on the Enterprise Resource Planning Lx (ERPLx). The knowledge of ERPLx and ERPLx applications is required, as training staff and possibly inmates is a priority. Insures accurate verification of incoming shipments of raw materials for the various enterprises; supervises loading, unloading, storage and transportation of all shipments of raw materials and/or finished goods and products. Supervises staff and inmates in the issuance and processing of requisitions for raw materials from various enterprises and for finished goods customers; maintains ongoing inventory records, controls and cycle counts. Supervises and reviews the staff's supervision of the inmate work crew; insures staff prepares work reports; maintains discipline; and practices good housekeeping in both the Warehouse and outside storage areas.

REQUISITE SKILLS AND ABILITIES: Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; insures inmate time cards are kept; assists in custodial searches, shakedowns, and inmate counts. Receives, investigates, and responds to complaints from Central Office, customers, and vendors relative to sales orders, damages, shortages, etc.

WHO MAY APPLY: Individuals currently in the classification, within lateral transfer range, or those with list eligibility. Applications will be reviewed and only the most qualified will be scheduled for an interview. ERPLx; good communication skills, oral and written; ability to work independently; is flexible and dependable; ability to deal in a positive manner when persons have different viewpoints.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

OFFICE TECHNICIAN (TYPING) **CONFIDENTIAL \$2686-\$3264 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00**

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the general direction of the Chief, Human Resources, incumbent performs a variety of difficult and responsible secretarial tasks for the Chief, Human Resources. This position also provides secretarial support to the Labor Relations Analyst. Typical duties consist of the following: Independently prepares correspondence and reports on a wide variety of subjects requiring a thorough knowledge of the activities under the direction of the Chief, Human Resources; types general correspondence, reports, statistical reports, charts, graphs, career responses, medical demotions and terminations, downsizing and layoff documents, and other confidential and sensitive documents; independently prepares adverse action and other labor relations packages for service, ensuring all attachments and tapes are included and in order, and appropriate copies are available; functions as the department contact for Skelly hearings and arranges hearings with the Skelly Officer and the Employee Relations Officer; reviews outgoing correspondence prepared for the signature of the Chief, Human Resources for technical accuracy; reviews documents for format, spelling, grammar and punctuation; screens the in-basket for the Chief, Human Resources, review and sorts mail in accordance with the type of material or correspondence and action needed; and assembles related material for back-up information; maintains meeting folders for Chief and has available for daily meetings' reviews all correspondence assigned to staff, maintains a log of assignments and follows up to ensure that timeframes are met, arranges correspondence and other documents for personal reply by the Chief, Human Resources; maintains the calendar of the Chief, Human Resources; makes travel arrangements, hotel accommodations, airline and car rental reservations for HR staff; enters travel expense claim monthly totals for HR staff in internal expenditures database.

REQUISITE SKILLS AND ABILITIES: Excellent typing and proofreading skills; proficient at Excel, Word; communicate effectively; use tact, good judgment, and discretion; ability to multi-task; excellent customer service skills. Excellent attendance is a must.

WHO MAY APPLY: Employees presently in the above classification, those with list eligibility, or within lateral transfer range. Applications will be screened, and only the most qualified will be contacted for an interview.

CONTACT: DAN KNIPP AT (916) 358-1784

PERSONNEL SPECIALIST (LIMITED TERM – 12 MONTHS) (May become permanent at a later date) \$2602-\$4067 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (FREE PARKING)

DESCRIPTION OF DUTIES: Under general supervision of the C&P/Transactions Manager, the Personnel Specialist incumbent shares responsibility for personnel/payroll transactions duties for a roster of approximately 200 central office employees, and provides occasional assistance to institution personnel offices with regard to CALPIA field employees.

REQUISITE SKILLS AND ABILITIES: Prepares and processes miscellaneous appointment documentation; maintains leave roster; posts attendance; updates leave balances; computes actual time worked; maintains and audits automated leave system; maintains roster; reviews, prepares and processes appointments, conducts salary determinations; documents separations; processes Casual Laborer payroll and related documents; assists employee enrollment for State benefit programs, processes changes and cancellations to the various benefit plans. Releases and certifies master attendance and payroll, reporting exceptions to payroll, i.e., appointments, separations, docks, position, name, etc. requests and releases payments for supplemental payroll; remains current with directives from the Department of Personnel Administration, State Controller, and other applicable control agencies; drafts memorandum in accordance with these directives. Requests certification of eligibles; contacts eligibles and clears list for CALPIA field operations and central office; prepares and processes changes to Established Positions (STD. 607); processes documentation related activity for Industrial Disability Insurance leave and payments; notifies supervisory staff of probation reports, performance appraisals, merit salary adjustments, and service awards.

WHO MAY APPLY: Only individuals currently in the classification will be screened and the most qualified will be scheduled for an interview.

CONTACT: TERESA OTT AT (916) 358-1781

PRISON INDUSTRIES MANAGER (GENERAL) \$5442-\$6568 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Oversees all phases of various fabric products in the Operations Division; establishes yearly capacity plan, performs ongoing analysis of capacity and production plan for each enterprise, makes routine decisions based on analysis, for distributing workload to meet customer needs and improve operations effectiveness to help in achieving self-sufficiency; makes recommendations on equipment; factory layout and scheduling to improve capacity and use of materials; promotes open communication between the field and Central Office to ensure factory and customer needs are addressed and current operational efficiencies can result in improving quality, cost and delivery times; prepares reports, issues papers and analyzes the Prison Industry Board packages, and feasibility studies for enterprises and provides assistance with special projects; maintain a database, including compiling and analyzing data and preparing data summary reports; analyze summary data for completion and submittal of forms and data; conduct analytical studies on a variety of programs and policy issues; develop and maintain uniform policy and procedures; assist with the development of the Annual and Mid-Year revenue forecasts for all enterprises. Establishes, plans, and develops procedures to increase production efficiency and product quality; formalizes Operating Procedures; keeps apprised of department rules and regulations. Coordinates and implements designated projects. Monitors procedures; researches newly introduced rules and regulations related to the Operations Division and advise management of the impact; conducts meetings with field enterprises and Central Office; works with Marketing and Customer Service Staff to ensure that all Major Projects, On Time Delivery forecast and orders are scheduled to meet delivery and install schedules; demonstrates the ability to obtain satisfactory results while maintaining group cooperation; uses proper interpersonal styles and methods to guide individual or groups to accomplish the required tasks; evaluates staff performance and prepares required documentation to the group's performance. Provides direction, feedback, counseling and schedules necessary training for the groups' staff.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment employed in a prison industries, production, management, and engineering methods in the operation of a large manufacturing plant. Centralized/integrated manufacturing and accounting system with specific knowledge in bills of materials, routings, materials requirement planning, shop floor control, and performance measures. Ability to plan, organize and manage industrial prison industry operations. Identify and correct all major production problems in the manufacturing operations.

WHO MAY APPLY: Persons with list eligibility and those with the ability to lateral transfer into the classification. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

CONTACT: JOE ARMOR AT (916) 358-1661

PRISON INDUSTRIES SUPERINTENDENT I (MEAT PLANT OPERATIONS) (LIMITED TERM – 24 MONTHS)
(May become permanent at a later date) \$4308 - \$5191 FINAL FILING DATE: UNTIL FILLED WORK
SHIFT: MONDAY-FRIDAY 0600-1400 (May become permanent at a later date)

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA 95640

***DESCRIPTION OF DUTIES:** Supervises a group of staff and inmates in the daily operational functions of the meat processing plant; plans and schedules inmate labor, raw materials and equipment to meet production requirements; has the lead responsibility for a safety program, quality control as it relates to our current Hazardous Analysis Critical Control Point Program (HACCP), work in process control, inventory control, material research and procurement; inspects product for compliance with quality control under United State Department of Agriculture procedures; ensures that proper discipline, safety and security are maintained within the work area, which may include searching the premises for contraband weapons and illegal drugs, and performing shakedowns; ensure the integrity of institutional tool control procedures and inmate counts; secures work area at end of shift; provides direction for the daily sanitation of the meat plant; assists in the selection of inmate workers, provides training to staff and inmates in meat cutting; coordinates and monitors the preventive maintenance requirements for the meat processing plant; assumes duties of the Superintendent II, (Meat Plant Operations) during his/her absence; assists in the preparation of enterprise budgets and cost control; recommends methods to increase production and improve product quality; the Prison Industries Superintendent I, supervises and evaluates staff performances in the implementation of the Inmate Employability Program, ensuring program requirements are accomplished on a timely basis; ensures that all staff complies with the requirements of the Injury and Illness Prevention Program (IIPP).

REQUISITE SKILLS AND ABILITIES: Persons appointed to position, in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well being or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibilities for the supervision of inmates and/or the protection of personal and real property. Incumbents are also required to ensure that inmates do not have access to confidential/personal information to include but not limited to, social security numbers, driver license numbers, staff home telephone number, 998-A's, resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information.

WHO MAY APPLY: Interested incumbents at the Prison Industries Superintendent I (Meat Plant Operations) level, candidates with list eligibility, and those eligible for lateral transfers are encouraged to apply. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

CONTACT: APRIL ANDERSON AT (209) 274-4911 EXT. 7201

PRISON INDUSTRIES SUPERINTENDENT I (OPTICAL PRODUCTS) \$4308-\$5191 FINAL FILING DATE:
OCTOBER 24, 2008 WORK SHIFT: MONDAY-FRIDAY 0700-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, VALLEY STATE PRISON FOR WOMEN, 21633 AVENUE 24, CHOWCHILLA, CA 93610

***DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Superintendent II (Optical Products), this position is responsible for supervising six Industrial Supervisors, Prison Industries (Optical Products) engaged in the supervision of inmate manufacturing prescription eyewear and three clerical staff involved in customer service in an institutional optical enterprise. Incumbent is responsible for the installation and maintenance of all computers within the optical lab, as well as software specific to the optical industry; ensures all computers within the enterprise are in compliance with CDCR and CALPIA rules and regulations; completes production reports, production schedules and acts in the capacity of the Optical Superintendent II in his absence; orders all materials and supplies for the optical lab and completes all necessary procurement documentation.

REQUISITE SKILLS AND ABILITIES: Knowledge of optical methods, materials, machinery, processes, tools, and equipment used in the manufacture of prescription eyewear, production scheduling and control, quality standards, cost control and procurement processes, safety practices, principles of personnel management and promotion; ability to install, operate, maintain and repair optical equipment within a correctional environment; maintain firm, impartial and consistent discipline with civil service staff and inmate workers; instruct and supervise staff and inmate workers; conduct safety meetings and maintain tool control.

WHO MAY APPLY: SROA and Surplus employees are encouraged to apply. Incumbents currently in the classification, within lateral transfer range, or those with list eligibility to this classification may be considered. The applications will be screened and only the most qualified will be interviewed.

CONTACT: PERSONNEL AT (559) 665-6100.

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTINELA STATE PRISON, 480 ALTA ROAD, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, the incumbent is responsible for the training and supervision of staff and inmate workers manufacturing fabric products. Through the use of the EPRLx system and close supervision, the Industrial Superintendent II plans and schedules the daily production and develops and maintains process to monitor the quantity and quality of the products produced; insures that production goals meet customer and exceed sales order demands; responsible for the safety program (SB 198) to provide monthly or weekly safety training and inspections to insure a safe work environment for staff and inmates; organizes and ensures daily searches for contraband; ensures all shop floor control operations and functions are performed as necessitated by EPRLx including issuing shop orders, report labor and material issues, inventory transactions, finished goods receipts and transfers, monitor material and supply levels, perform daily cycle counts, and run EPRLx reports; resolves customer and quality production issues; maintains staff and inmate morale, production rate and tool control; counsel and discipline staff whenever necessary; maintains inventory level of factory and production materials to meet production and prevent production delays; and responsible for accuracy of procurement, billing and payroll. Work Hours: Monday through Friday, 0700-1530.

REQUISITE SKILLS AND ABILITIES: Basic computer and communication skills are necessary as well as good management and people skills; good attendance record, willingness to work in a fast paced environment is required; good leadership skills; knowledge in Budget preparation; and effective communication skills (Oral and Written)

WHO MAY APPLY: Current State employees in the classification, within lateral transfer range, or those with list eligibility may be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0600-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – SACRAMENTO, P.O. BOX 290009, REPRESA, CA 95671

***DESCRIPTION OF DUTIES:** The Prison Industries Superintendent II (Laundry), supervises an industrial laundry enterprise with 2-Shifts, using 1-Supt I, 4-Supervisors and 60 Inmates; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or wards.

REQUISITE SKILLS AND ABILITIES: Knowledge of the California Department of Corrections & Rehabilitation/California Prison Industry Authority laws, rules, procedures, and regulations, having the Ability to analyze situations accurately, taking appropriate action when necessary. In accordance with the class specification, all incumbents must have the requisite skill and ability to supervise an industrial enterprise and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices and orders; production techniques; analyze situations accurately and take effective action; keep records and prepare reports for successful job performance.

DESIRABLE QUALIFICATIONS: Laundry production supervision experience; be organized and dependable; able to take initiative, work in and promote a team environment; familiar with computer data entry using Microsoft Office; ability to multi-task in a changing environment.

WHO MAY APPLY: All employees currently in classification, lateral transfers, or those with list eligibility.

CONTACT: COLIN MARTIN AT (916) 985-2561 EXT. 4286

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) \$4728-\$5698 FINAL FILING DATE:
UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0600-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FOLSOM STATE PRISON, P.O. BOX 71, REPRESA, CA, 95671

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, the incumbent will be responsible for the day-to-day operations and maintenance support of all CALPIA industries located at Folsom State Prison and CSP-SAC. The incumbent coordinates and supervises the activities of staff and inmate workers engaged in the production and repair of metalworking dies, jigs, gauges, fixtures and cutting tools. The incumbent will supervise inmate workers to insure the safe operation of machinery (punch presses, lathes, grinders, drill presses, power saws, related tools and oven operation, etc.), forklifts, and material handling; organize inmate work to ensure all assigned work is completed by scheduled dates and in accordance with production needs. The incumbent will need to be informed on the use of the Enterprise Resource Planning system (ERPLx); know OSHA safety regulations; train inmates in safe work practices; conduct safety meetings; handle hazardous material spills; and the use and operation of tools and equipment. The incumbent will also evaluate inmate performance; maintain inmate work files; perform inmate counts; issue tools and maintain an accurate tool inventory; coordinate with maintenance to maintain and repair equipment in the Tool and Die shop; insure adequate supplies are on hand in the unit; and maintain a clean and safe work environment

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action; knowledge of California Department of Corrections/California Prison Industry Authority laws, rules, procedures, and regulations. In accordance with the class specification, all incumbents must have the requisite skill and ability to supervise an industrial enterprise and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices and orders; production techniques; analyze situations accurately and take effective action; and keep records and prepare reports for successful job performance.

DESIRABLE QUALIFICATIONS: Knowledge of computers programs and machine programming; able to take initiative and work in a team environment; ability to multi-task; be organized and dependable.

WHO MAY APPLY: All employees currently in classification, lateral transfers, or list eligibility. T & D assignments will be considered.

CONTACT: COLIN MARTIN AT (916) 985-2561 EXT. 4286

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) \$4728-\$5698 FINAL FILING DATE:
UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, P.O. BOX 799006, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** Supervises and trains civil service staff and inmate work crews in the safe and proper preventive maintenance and repair of all industrial systems and equipment, and facilitates to ensure the successful ongoing operation of each industry (Bakery, Laundry, Shoe Manufacturing, and Optical); performs routine scheduled maintenance and repairs to equipment as needed; assists with construction projects; may work independently in the performance of assigned tasks and make periodic safety inspections; participates in regular safety meeting, enforces and follows all safety rules and regulations; may act as safety representative and/or coordinator; plans and schedules necessary labor and equipment and prioritizes work assignments through a work order system and assist with the computerized maintenance program; makes rough shop drawings and prepares estimates of the cost of repairs and installations; maintains a central repair work area and ensures that necessary tools, materials, and supplies are ordered, stored and kept in optimum working order; maintains an inventory of replacement/repair parts and keeps operation, service and repair manuals updated and in good working order; practices good housekeeping in all areas under his/her control; trains staff and inmates in safe work practices; handling of hazardous materials and hazardous material spills; maintains record keeping, timekeeping, purchasing and payroll activities; maintains proper discipline and security within the work areas, including assisting in custodial searches, shakedowns, inmate counts; issue tools and maintain accurate tool inventories; maintain a clean and safe work environment and ensures the direct supervision of electrical, pneumatic, and bench grinder equipment when in use by inmates.

REQUISITE SKILLS AND ABILITIES: Knowledge of electronic and experience in repairing and trouble shooting controllers is desirable; proficient w/ welding, boiler maintenance, hydraulics; pneumatics, plumbing and electrical electronics; effective communication skills (oral and written); repair and maintenance of manufacturing equipment skills; knowledge of record keeping.

WHO MAY APPLY: Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. Applications will be reviewed and only the most qualified candidates will be interviewed.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

PRISON INDUSTRIES SUPERINTENDENT II (WOOD PRODUCTS) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: WORK DAYS TO BE DETERMINED 0630-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, this position is responsible for planning, organizing and supervising the overall operation of the Furniture Fabrication enterprise within a correctional institution; oversees all phases of the prison furniture enterprise, which manufactures various wood furniture products for the governmental agency market; plans and schedules labor, materials, and equipment; has lead responsibility for quality control, process control, inventory control, methods analysis, cost control, material research, and procurement.

REQUISITE SKILLS AND ABILITIES: Ensures that proper discipline, safety and security are maintained within the work area and performs other duties as required, which may include: custodial searches; shakedown; and inmate counts; ability to establish own priorities and formulate plans of action to achieve desired results; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; strong understanding of cooperative Supervisory techniques and a willingness to participate in team projects; ability to read and interpret standard business financial statements.

WHO MAY APPLY: Applicants must be currently in this classification or reachable eligibility on certification list and/or transfer eligibility. Applications will be screened to determine the best candidate(s) to be interviewed.

CONTACT: RICK KOELEWYN AT (559) 386-7401

PRODUCT MANAGEMENT SPECIALIST, PRISON INDUSTRIES \$5328-\$6477 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – MARKETING DIVISION, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the general direction of the Chief of the Marketing Services (SSM II), the successful candidate will have responsibility for the research, development and management of selected product lines. You will take a product from beginning to end including market research, customer focus groups, specification development, introduction and promotional material. Responsibilities require extensive coordination and interaction with other branch and factory staff, customers and vendors. In addition, you will work on complex special projects and make appropriate recommendations as necessary.

REQUISITE SKILLS AND ABILITIES: Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to occasionally travel to field offices located throughout the state.

DESIRABLE QUALIFICATIONS: The successful candidate shall possess knowledge of principles, practices, and trends of product development, marketing, promotions and sales. You must also have excellent oral and written communication skills, have exceptional organizational skills, ability to handle multiple projects and adapt to changing priorities.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class. All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information may not be considered. Only the most qualified candidates will be interviewed. Training and Development assignments and TAU will be considered. In order to be accepted for a Training and Development assignment or a TAU appointment you must be able to meet the class requirements before the appointment expires.

CONTACT: CARLA YOUNG AT (916) 358-1768

PROGRAM TECHNICIAN (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$2280-\$2975

FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0830-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, P.O. BOX 799006, SAN DIEGO, CA 92179

DESCRIPTION OF DUTIES: Under the supervision of the Supervising Program Technician II, this position is responsible for assisting in the accurate screening of personal information of optical related documents to prevent inmate access to this data. Duties include considerable computer entry, customer service, shipping, and delivery of eyewear products. In the performance of these duties, the incumbent will exercise responsibility for the accuracy, organization, timely processing, and security of documents containing personal information.

DESIRABLE QUALIFICATIONS: Ability to relate in an effective manner with the public and staff on all levels; the ability to exercise initiative; ability to work independently; good organizational skills; type accurately. Good attendance, punctuality, and attention to detail are a must.

WHO MAY APPLY: Employees who are within lateral transfer range or those with list eligibility. Applications will be screened and the most qualified candidates will be scheduled for an interview.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

PROGRAM TECHNICIAN II (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$2638-

\$3209 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0830-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

DESCRIPTION OF DUTIES: Under the general direction of the Supervising Program Technician II, this position is the lead in the Optical Annex engaged in the process of Medi-Cal billing, receiving, sorting, verifying eligibility, and shipping eyewear. Other duties include preparing various reports for the lens laboratory. In the performance of these duties, the incumbent will exercise lead responsibility for the accuracy and enforcement of State Departmental and CALPIA rules, regulations and requirements.

REQUISITE SKILLS AND ABILITIES: Ability to relate in an effective manner with the public and staff on all levels; the ability to exercise leadership and initiative; ability to work independently; good organizational skills; type accurately; good attendance, punctuality, and attention to detail are a must.

WHO MAY APPLY: Individuals currently in the classification or within lateral transfer range or those who are eligible on an established list.

CONTACT: DENNIS BROWN AT (619) 661-6500 EXT. 7806

PROGRAM TECHNICIAN II (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$2638-

\$3209 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, SOLANO STATE PRISON, P.O. BOX 640, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: Under the general supervision of the Supervising Program Technician II (Optical), the incumbent is responsible for the processing of Medi-Cal and other State agencies eyewear prescriptions, including receiving, sorting screening, billing, verifying patient eligibility, and shipping of work. Incumbent must possess a clear understanding of the CALPIA On-line ordering, DVI and SyMed computer systems; imports daily database reports for printing, packing lists and manifests for tracking and shipping while maintaining the security of personal/confidential information according to Department of Health Services guidelines; performs customer service duties to assure prompt response to job status inquiries; maintain Medi-Cal and State accounts; prepares and maintains logs, records, spreadsheets and other monthly reports. The incumbent is expected to exercise a high degree of initiative and independence in assuming the responsibility of daily activities within the Optical Annex and Laboratory.

REQUISITE SKILLS AND ABILITIES: Incumbent must have the ability to take direction and work independently in a correctional environment with good communication, computer, telephone and organizational skills.

WHO MAY APPLY: Surplus and SROA employees are encouraged to apply. Individuals currently in the classification, or within lateral transfer range, or those with list eligibility.

CONTACT: PERSONNEL AT (707) 454-3286

**SENIOR ACCOUNTING OFFICER (SPECIALIST) \$4400-\$5348 FINAL FILING DATE: UNTIL FILLED WORK
SHIFT: MONDAY-FRIDAY 8:00-5:00**

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – ACCOUNTING, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Accounting Administrator I (Supervisor), this position independently performs research and analysis on complex accounting functions in the Reports & Reconciliation Unit. The incumbent may have considerable contact with CALPIA managers in the resolution of accounting issues. Incumbent must have strong analytical, accounting and writing skills; a good understanding of electronic data systems; have excellent attendance; be dependable with strong customer service and people skills. The duties include, but are not limited to: perform various weekly and monthly reconciliations of accounting subsystems to the General Ledger; review, analyze and correct system error reports prior to month-end closing; respond to CALPIA management requests for data, perform analysis, write conclusions; assist in the development of new process and written procedures, using ISO format; communicate with institution staff on various accounting and reporting procedures, and train staff as necessary; prepare and post year-end vacation accrual entry and participate in other functions of fiscal year end including annual financial audit; serve as back up to other staff and functions in unit; and, perform other duties as assigned by Supervisor.

DESIRABLE QUALIFICATIONS: Knowledge of commercial model Cost Accounting and State appropriations & Fund Accounting; good interpersonal, communication, and written skills; good organizational and time management skills; be detail oriented, with focus on accuracy and meeting deadlines; knowledge of Microsoft Excel programs and Automated Accounting Systems.

WHO MAY APPLY: SROA and Surplus employees are encouraged to apply. Employees with permanent, full-time appointment status equivalent to a Senior Accounting Officer (Specialist), transfer eligibility to this class or eligible from an employment list for Senior Accounting Officer (Specialist) classification. Applications will be screened and only the most qualified candidates will be contacted for interviews. We are located in Folsom and we have free parking.

CONTACT: KATHY WOOLERY AT (916) 358-2679

SENIOR INDUSTRIAL HYGIENIST \$5633-\$7308 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 8:00-5:00

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – OPERATIONS/ISB, 100 FOLSOM-DAM ROAD, FOLSOM, CA 95630

***DESCRIPTION OF DUTIES:** Under the direction of the Chief, Industrial Services Branch, this position serves as the administrator for the statewide health and safety programs for the California Prison Industry Authority. Manages the Health and Safety Unit consisting of an Assistant Industrial Hygienist and two Associate Industrial Hygienists; provides technical guidance to administrators, managers and staff on complex health and safety issues to ensure compliance with all Cal/OSHA program laws, rules, and regulations pertaining to workplace health and safety; acts as the Risk Management Advisor; conducts investigations, research, industrial hygiene studies and makes recommendations for the prevention, elimination or control of hazards and potential liabilities in the workplace; identifies and evaluates occupational hazards in the workplace; coordinates, designs, supervises and conducts field sampling and monitoring through collecting, recording, analyzing and interpreting of industrial hygiene data in accordance with Cal/OSHA regulations; conducts site inspections, accident investigations and safety audits as required, and prepares correspondence and reports of findings; assists with the development of and conducts training required by health and safety regulations for field staff; works directly with CALPIA legal in litigating matters relating to health and safety claims; responds to Cal/OSHA regarding violations or health and safety complaints and assists field offices with correcting Cal/OSHA violations or health and safety complaints; drafts and/or revises departmental policies, procedures, programs and guidelines related to health hazards for CALPIA enterprises statewide; serves as advisor to all CALPIA health and safety coordinators and facilitates regular meetings and training for that group; participates and conducts meetings with department staff and others concerning occupational health and safety matters.

REQUISITE SKILLS AND ABILITIES: Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels; and the ability to occasionally travel to field offices located throughout the state.

DESIRABLE QUALIFICATIONS: Experience with interpretation and application of health and safety rules, regulations, laws, and procedures; use of various forms of field sampling and monitoring equipment; a desire to promote a healthy and safe work environment for both staff and inmate workers, and experience working in a production environment is a plus; strong organizational skills with attention to detail; ability to work independently; patience and ability to communicate effectively in a multidisciplinary environment.

WHO MAY APPLY: Employees with permanent status in the classification, lateral transfer eligibility, or those with list eligibility. TAU appointment will be considered.

ADDITIONAL INFORMATION: The Industrial Services Branch is part of CALPIA Headquarters located in Folsom, California. This position will require occasional statewide travel.

CONTACT: TIM LINN AT (916) 358-2669

STUDENT ASSISTANT (PART-TIME) \$12.46-\$15.44/hr FINAL FILING DATE: UNTIL FILLED WORK SHIFT: FLEXIBLE SHIFTS AVAILABLE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE – ADMINISTRATION DIVISION, MANAGEMENT INFORMATION SYSTEMS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the general direction of the Data Processing Manager II, Management Information Systems Unit, the Student Assistant or Graduate Assistant will provide technical support to CALPIA employees with IT hardware and software of less complexity in nature; installation, configuration, implementation, maintenance, support, troubleshoot and repair problems with the workstation (desktop and laptop) and peripheral equipment with and without network connectivity; follow and implement security policies/procedures. Manage the hardware and software inventories for the CALPIA, which includes, but not limited to, distribution and disposal of computer equipment. Assist in administering and maintaining LAN server; assist in troubleshooting network problems; assist in performing system and application updates/upgrades.

DESIRABLE QUALIFICATIONS: Must be enrolled in 6 semester or 9 quarter (4 semester or 6 quarter graduate) units from an accredited college or university. Must have completed a minimum of 6 units in MIS/Computer Science. Major in MIS/Computer Science preferred. Basic understanding of information technology principles, networks, and computers is required. Must be able to work in a team environment. Customer service experience preferred.

WHO MAY APPLY: Students who participate in the CSUS University Enterprises, Inc. program are eligible to apply. All applications will be screened and only the most qualified candidates will be contacted for an interview.

CONTACT: ARLENE TRILLO AT (916) 358-2033

WAREHOUSE WORKER (LIMITED TERM – 17 MONTHS) (May become permanent at a later date) \$2877-\$3420

FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 7:00-3:30

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, WAREHOUSE – ON-TIME DELIVERY UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

***DESCRIPTION OF DUTIES:** Assists in the training and counseling of inmate work crews; assists in the planning and scheduling of labor and materials used in the receipt, storage, and shipping of various products; prepares shipping documents and bill of lading prior to shipment of finished goods and raw materials; receives and signs for items, incoming products and supplies; checking items against the packing slip and bill of lading; performs CALPIA database transactions for the receipt and shipment of products; operates lift trucks and other material handling equipment; follows IIPP and adheres to warehouse related safety regulations; assists in the issuance, transportation and processing of sales orders and shipping documents for shipping finished goods to customers; investigates complaints and obtains proof of deliveries from carriers; makes local deliveries and picks-up parts as required; assists in the selection and evaluation of inmate workers; insures that proper discipline and security is maintained in the work area; performs other custodial duties as required, which may include: clothed pat down searches, searches, searching the premises for contraband, and other related activities.

REQUISITE SKILLS AND ABILITIES: Knowledge of warehousing functions; methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; methods of packing and unpacking materials and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records. Skill in the operation of powered materials handling equipment. Possession of a valid Class C California driver license and will be included in the DMV Employee Pull Notice Program.

WHO MAY APPLY: Individuals currently in the classification, within lateral transfer range, or those with list eligibility. Applications will be screened and only the most qualified will be schedule for an interview.

CONTACT: TOM RUKA AT (916) 229-3093

* Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health, and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility of inmates and/or the protection of personal and real property.

CALIFORNIA PRISON INDUSTRY AUTHORITY
EXAMINATION (S)

Applications are being accepted for the following examination(s). Exam bulletins for all current CALPIA examinations are available at www.pia.ca.gov. **Applications must be postmarked by the final filing date indicated.** For questions regarding these exam(s), please call (916) 358-2696. To apply, submit a Standard State application (Form 678) to:

ATTENTION: EXAMINATION UNIT
CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET
FOLSOM, CA 95630-2200

Open

Industrial Supervisor, Prison Industries (Upholstery) – **Cut-Off: November 10, 2008**

Industrial Supervisor, Prison Industries (Metal Fabrication) – **Cut-Off: January 12, 2009**

(The scannable application and exam bulletin are available by contacting the Examination Unit at (916) 358-2696. Standard State Applications (Form 678) will not be accepted.)

CALIFORNIA PRISON INDUSTRY AUTHORITY
CONTINUOUS FILING EXAMINATION (S)

Applications are currently being accepted on a continuous basis for the following exams:

Open Non Promotional

Industrial Supervisor, Prison Industries (Fabric Products)

Prison Industries Administrator

Prison Industries Manager (General)

Prison Industries Superintendent I/II (Agriculture)

Prison Industries Superintendent I/II (Fabric Products)

Prison Industries Superintendent I/II (Food & Beverage Packaging)

Prison Industries Superintendent I/II (Laundry)

Prison Industries Superintendent II (Maintenance & Repair)

Prison Industries Superintendent I/II (Metal Products)

Prison Industries Superintendent I/II (Wood Products)

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
EXAMINATION (S)

The California Prison Industry Authority is participating in the exams listed below which are administered by the California Department of Corrections and Rehabilitation. Exam bulletins are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the exam bulletin.

PLEASE DO NOT SEND YOUR APPLICATION (S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

TYPE OF EXAMINATION: OPEN

FINAL FILING DATE:

There are no exams being offered at this time.